

COMPENSATION BOARD DOCKET #15/06

December 17, 2014

EMPLOYEE RECOGNITION
NONE.

307-15-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WASHINGTON COUNTY	SHERIFF	<p>11-20-14 - Officer requests an exception to policy to demote position 00070, CS9 at annual salary of \$41,326 to CS8 at annual salary of \$35,936, a 15% reduction, effective January 1, 2015. Officer states the deputy requested to be removed from a supervisory position and placed back into a deputy position.</p> <p>The Compensation Board policy for a demotion is 10% below the current salary or the maximum of the pay band, whichever is less. The pay band maximum is \$54,562 and therefore the maximum salary reduction allowable by policy would be \$37,569. However, as promotion policy allows for a 15% salary increase, officer is requesting a corresponding decrease to reverse the action that promoted this deputy to a sergeant.</p>	\$0	Approved as an exception to policy, based upon the specific conditions stated by the officer.
ROANOKE CITY	SHERIFF	12-4-2014 Officer requests to transfer \$30,000 from Vacancy Savings to Temporary Salaries.	\$0	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
770	307	Roanoke City	12/5/2014	Vacancy Savings	Temporary	\$30,000.00	\$30,000.00
		Totals				\$30,000.00	\$30,000.00

307-15-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SOUTHWEST VIRGINIA REGIONAL JAIL	SUPERINTENDENT	12-16-14 Officer requests funding in the amount of \$1,858,343 for 145 new positions and \$25,830 in related office expense funds budgeted by the Compensation Board for the opening of expanded capacity, effective January 1, 2015. Officer states that the 512 bed expansion of three facilities will be completed and they will begin housing inmates on January 1, 2015.	\$1,884,173	The Compensation Board approved funding for the new positions effective January 1, 2015 based upon an opening date for intake of January 1, 2015, in accordance with the provisions of paragraph O. of Item 66, Chapter 3, 2014 Special Session I 2014 Acts of Assembly.

772-15-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LEE COUNTY	COMMONWEALTH'S ATTORNEY	12-8 -2014 Officer requests to transfer Base Temporary Funds in the amount of \$13,452, pro-rated in the amount of \$7,847, to fund salary increases at no more than 10% of the current salaries. This is to be effective December 1, 2014. Officer acknowledges that due to budget reductions he currently has one unfunded authorized position; and understands that taking action to move base temporary funds to salaries of exiting personnel may significantly reduce his options in dealing with any potential future funding reductions without impacting salaries of permanent staff.	\$0	The Compensation Board approved a transfer of \$13,452 from base temporary salaries to effect the salary actions requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base temporary salaries budget in the current as well as subsequent fiscal years.

Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Pro Rated
772	Lee County	12/8/2014	Temporary	AAll	pos. 00001	\$32,731	\$3,273	\$1,909.25
772	Lee County	12/8/2014	Temporary	PA	pos. 00005	\$24,435	\$2,444	\$1,425.67
772	Lee County	12/8/2014	Temporary	ATTI	pos. 00006	\$52,909	\$5,291	\$3,086.42
772	Lee County	12/8/2014	Temporary	SEC	pos. 00007	\$24,435	\$2,444	\$1,425.67
	Totals						\$13,452	\$7,847.00

772-15-06: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	<p>11-24-2014 Acting Officer, effective December 1, 2014, requests additional Temporary Funding in the amount of \$42,535.50. This is equivalent to position 00015 ATTI in the amount of \$72,918 from December 1, 2014 to June 30, 2015. The Election will be held on November 3, 2015.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00015 ATTIV is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board
POWHATAN COUNTY	COMMONWEALTH'S ATTORNEY	<p>12-1-2014 Acting Officer, effective December 1, 2014, requests additional Temporary Funding in the amount of \$5,021.55. This is equivalent to position 00003 JATTA in the amount of \$22,318 from December 1, 2014 to February 10, 2015. The Election will be held on February 10, 2015.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00003 JATTA is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.</p>	\$0	Approved at no additional cost to the Compensation Board

771-15-06: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUCHANAN COUNTY	COMMISSIONER OF THE REVENUE	<p>11-26-14 Officer requests additional funding for Computer equipment at a cost of \$1,139.99. The officer states that the locality has agreed to fund the entire cost of the purchase up front.</p> <p>The Officer understands the Compensation Board would be responsible for one-third of the stressed amount of \$334.39 at 90.63%, and the locality would be responsible for the remaining amount of \$795.60.</p> <p>Staff notes that the Commissioner's Office does not have Vacancy Savings to cover the cost.</p>	\$0	The Compensation Board did not approve the request for additional funding for equipment purchases in FY15. As noted in the Compensation Board's budget priorities and policies letter of June 27, 2014, additional funding is not available in FY15.

FIPS	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Stressed Cost
027	771	Computer	1	\$1,139.99	\$1,139.99	1	\$1,139.99	\$344.39
	Totals				\$1,139.99		\$1,139.99	\$344.39

774-15-06: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	TREASURER	<p>12-15-14 Officer requests to transfer base temporary salary funds in the amount of \$10,107 to permanent salary funds to increase the salaries of the following positions, effective January 1, 2015. The salaries requested are within Compensation Board policy for promotions and new hires, and are based upon the current budgeted salaries of Compensation Board funded positions.</p> <p>Officer acknowledges that due to budget reductions he currently has seven unfunded authorized positions; and understands that taking action to move base temporary funds to salaries of exiting personnel may significantly reduce his options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p> <p>The pay and classification actions taken include the promotion of Garner from position 00011 to position 00013, with a corresponding increase in cost for the career development/master deputy salary amount for this individual. The base salary action is funded within the existing budget, but Officer requests allocation of the additional Master Deputy cost of \$319 for this position, noting that with the departure of two other individuals in master deputy status, overall funding budgeted for career development funding in the office is reduced by \$5,975 for FY15.</p> <p>Locality concurrence has been obtained for positions whose local salary share will increase.</p>	\$0	The Compensation Board approved a transfer of \$10,107 from base temporary salaries to effect the salary actions requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base temporary salaries budget in the current as well as subsequent fiscal years. The Compensation Board also approved the corresponding increase in career development salary amount for position 00013, Garner.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
740	774	City of Portsmouth	12/15/2014	Temporary Funds	Position 0010	\$10,107	\$1,601	\$800.50
740	774	City of Portsmouth	12/15/2014	Temporary Funds	Position 0011	\$8,506	\$5,972	\$2,986
740	774	City of Portsmouth	12/15/2014	Temporary Funds	Position 0012	\$2,534	\$2,212	\$1,106
740	774	City of Portsmouth	12/15/2014	Temporary Funds	Position 0013	\$322	\$322	\$161
		Totals				\$0	\$10,107	\$5,053.50

773-15-06: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
JAMES CITY COUNTY	CIRCUIT COURT CLERK	<p>11-12-2014 Officer requests to budget funding from the remaining balance of available TTF \$4 Funds in the amount of \$1,600.00 for Bar Code Scanners (vendor, SCV). Clerk has been providing SRA to land records since 2005.</p> <p>This office elected to carry over unbudgeted \$4 TTF projected collections of \$501,368 in August, and currently has \$334,193 in \$4 TTF cash collections available for budgeting.</p>	\$1,600 NGF	<p>The Compensation Board approved the request for budgeting of \$4 TTF current cash balances available.</p> <p>All TTF funds budgeted must be requested for reimbursement no later than the May payroll and expense reimbursement request period. TTF funds not reimbursed by the May reimbursement request period will not be available for reimbursement with the June reimbursement request</p>
NORTHAMPTON COUNTY	CIRCUIT COURT CLERK	<p>12-92014 Officer requests to budget funding from the TTF \$1 Fund in the amount of \$11,973.</p> <p>Maintenance RMS - \$7,000 (vendor, SCV) Maintenance SRA - \$3,900 (vendor, SCV) Redaction Services - \$1,073 (vendor, SCV)</p> <p>These line items were budgeted in FY14 and the officer sought reimbursement for each in full with the June payroll reimbursement process, which was removed by Compensation Board Staff, as the June reimbursement is processed in FY15, prior to budgeting. The last opportunity for Clerks to claim reimbursement for TTF in any fiscal year is with the May payroll reimbursement request.</p>	\$11,973 NGF	<p>The Compensation Board did not approve the request for budgeting of additional \$1 TTF. Present collection levels in the fund do not support the possibility of any remaining \$1 funds available for budgeting in FY15.</p>

773-15-06: CIRCUIT COURT CLERKS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER DEVELOPMENT COMMITTEE	CIRCUIT COURT CLERKS	<p>Career Development Committee provides the Compensation Board with the documentation of accredited coursework for the Deputy Clerk’s Career Development Program.</p> <p>The Career Development Committee has submitted a detailed outline of the Course Curriculum for 2015 for review and approval by the Board in December as required by the Deputy Clerks’ Career Development Program.</p>	\$0	The Compensation Board approved the course curriculum and plan for coursework for completion by Deputy Circuit Court Clerks for participation in the deputies’ career development program as presented by the Career Development Committee.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #15/05.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: A special meeting with Association leadership on Tuesday, January 13, 2015 at 2:00 p.m., Wednesday, January 28, 2015 at 11:00 a.m., and Wednesday, February 25, 2015.	N/A	Noted.
3.	NEW OFFICER TRAINING UPDATES	COMPENSATION BOARD	The New Officer Training was held on December 10-12, 2014 at the Doubletree by Hilton in Midlothian. New Officers were invited with 29 attending.	N/A	Noted.
4.	COIN ONLINE BUDGET REQUEST TRAINING	COMPENSATION BOARD	The training was held in Roanoke on December 2-3 at the Virginia Western Community College with a total of 19 attendees, and at the Hanover County Sheriff's Office on December 12 and 15 with a total of 24 attendees.	N/A	Noted.
5.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY15 year-to-date collections for July – November totaled \$2,676,712.63, a decrease of 23.29% compared to the same period in FY14.</p> <p>Expenditures: FY15 year-to-date Clerk's expenditures through 12-16-14, totaled \$846,156.99 or 15.39% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY15 TTF total collections would be approximately \$6.42 million, a decrease of 9.54% compared to FY14 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY15, total collections for FY15 would be \$6.05 million, a decrease of 14.82% over FY14 collections.</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #15/06
December 17, 2014**

NO CLOSED MEETING

1) **MOTION FOR “CLOSED MEETING” by Chairman Susan Swecker. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

HANDCARRY COMPENSATION BOARD DOCKET #15/06 December 17, 2014

307-15-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BLUE RIDGE REGIONAL JAIL	SUPERINTENDENT	12-16-14 Officer requests to transfer vacancy savings in the amount of \$29,725.66 to Temporary Funds.	\$0	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
485	307	Blue Ridge Regional	12/16/2014	Vacancy Savings	Temporary	\$29,725.66	\$29,725.66
		Totals				\$29,725.66	\$29,725.66

772-15-06: COMMONWEALTH'S ATTORNEYS
NONE.

771-15-06: COMMISSIONERS OF THE REVENUE
NONE.

774-15-06: TREASURERS
NONE.

773-15-06: CIRCUIT COURT CLERKS
NONE.

OTHER MATTERS
NONE.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board

Date: December 17, 2014

Time: 11:00 a.m.

Location: Compensation Board Conference Room

Oliver Hill Building, 102 Governor Street

Richmond, VA 23219

Members: Susan Swecker, Chairman (present)

Martha Mavredes, ex-officio member (present)

Craig Burns, ex-officio member (absent)

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